DPH IT Account Request Form
Version 1.4a

User Information

See attachment:	x	x	2-6-2008	Allan Stevenson
First Name	MI	Last Name	Start Date (required for new users)	Supervisor

☐ BCDC ☒ BLS

Bureau (check one)

Analytical Chemistry	305	6651	6651
Program	Room #	Phone Ext.	Supervisor's Phone Ext.

☒ **New User**   ☐ **Modify User**

Email Access (check one – required for new users)

☐ User requires a new email account

☒ User does not require a new email account

Employee Type (check one – required for new users)

☒ State Employee

☐ Contract   End date - -   (required for new contract employees)

Program / Application Access

List Programs/Applications/Groups/Public Email Folders authorized or list two or more users / roles with equivalent access. List the full path for all folders and subfolders. Please check (A) for Additions and (D) for Deletions.

☒A ☐D   1. q:\apps\druglab

☐A ☐D   2.

☐A ☐D   3.

☐A ☐D   4.

☐A ☐D   5.

Distribution List Access

All users will be added to their Bureau's Distribution List. List additional lists. Please check (A) for Additions and (D) for Deletions.

☐A ☐D   1.

☐A ☐D   2.

☐A ☐D   3.

☐ **Terminate User**

- -

Termination Date
(required to terminate an account)

Personal Folders are always backed up: select and fill in if you would like a copy
☒ Backup then Delete   ☐ Send a copy of the files to

Email is always backed up: select and fill in if you would like a copy
☒ Backup then Delete   ☐ Send a copy of the files to

Approval

Each request must be authorized by an Approving Manager. Select the approving manager for your program then hit the SUBMIT button at the top of the form. If your approving manager is not available, contact ITS for the name of the appropriate alternate.

Julianne.Nassif	2-6-2008
Approving Manager (required)	Date

Contact Keith Nystrom x6275 with suggestions or problems

Attachment

If additional space is required in any of the fields above, please enter "See Attachment" and list those items here. If you have any specific requirements or instructions, please list them here as well.

Charles Salemi
Elisabeth O'Brien
Della Saunders
Gloria Phillips
Shirley Sprague
Stephen Ridley
Sharon Salem
James Hanchett
Allan Stevenson
Julianne Nassif
Kristen Pribeck